



## **JOB DESCRIPTION**

**Bishop Paiute Tribe  
Bishop, CA**

**Position:** Human Resources Manager  
**Department:** Administration  
**Supervised by:** Tribal Administrator or designee  
**Rate of Pay:** T-10 \$26.78 - \$37.49/Hr. (\$55,702.40 - \$77, 979, 29 annually) DOQ  
**FLSA:** Regular Full-Time / Exempt; Salaried

### **Position Summary:**

Under the direction of the Tribal Administrator, the person in this position manages the Bishop Paiute Tribe's personnel, safety, benefits, and risk management programs. Develops, implements, and coordinates policies and programs covering employment, wage and salary administration, employee indoctrination, training, placement, safety, health benefits and other employee services. The Human Resource Manager assists in formulating operating policies and procedures and recommends policy options to the Tribal Administrator and the Bishop Paiute Tribal Council. The formulation of policy options often will involve consultation and review with other staff, department heads, employee groups and the committees established by Bishop Paiute Tribal Council.

### **Essential Functions:**

The Human Resources Manager plans, organizes and directs the activities of managerial, professional, technical and clerical personnel engaged in the areas of employee relations, benefits administration, safety and management, and delivery of employment and training services.

- Communication changes in the Tribal Organization's personnel policies and procedures and ensures that proper compliance is followed.
- Develop and execute recruiting plans. Network through industry contacts, association memberships, trade groups and employees. Coordinate and implement college recruiting initiatives.
- Reviews and recommends action plans for compliance with all applicable federal, state, and Bishop Paiute Tribal laws and regulations pertaining to employment and insures that employee grievances are handled according to approved policy and procedure.
- Conducts recruitment effort for all exempt, nonexempt and temporary workers; writes and places advertisements; works with TERO, supervisors/managers to screen and interview candidates; conducts reference checking, extends job offers; conducts new-employee orientations; monitors employee relations counseling; conducts exit interviews.
- Administrative and record keeping duties include: Manage the use of recruiters (i.e. newspaper advertisement, radio, social media, etc.) Review applicants to evaluate if they meet the position requirements; Conduct prescreening interviews; maintain all pertinent applicant and interview data; Assist in performing reference and background checks for potential employees; writing and forwarding rejection letters; interviewing and selecting employees onsite; preparing and sending offer packages; preparing and sending new employee orientation packages.
- Consults with legal counsel as appropriate, or as directed by the Tribal Administration and/or Tribal Council on personnel matters.
- Assists in reviewing and administering, as needed, employee benefit plans.
- Reviews the administration of policies concerning benefit plans covering accident and health insurance, retirement and others on request.
- Assigns subordinates to the development of major projects, management assistance to other Tribal departments or community groups as appropriate, including the coordination of pertinent training
- Assures that the Human Resource Information (HRIS) is maintained and all necessary reports are produced in an accurate and timely manner.

- Advanced knowledge of the specialized principles and practices of public personnel administration including examination, classification, in-service training, service rating techniques and employee relations
- Ability to effectively plan, promote and administer the operation of a large and complex organization.
- Ability to develop, implement and evaluate new and revised procedures, methods and standards.
- Ability to provide strong leadership and direction, clearly defining objectives and motivating employees to accomplish department responsibilities.
- Ability to respond effectively to the most sensitive inquiries and complaints.
- Ability to write and make speeches and articles using original or innovative techniques on controversial or complex topics to top management, public groups, and/or boards or directors.
- Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals and be able to work with mathematical concepts including probability and statistical inference.
- Ability to define problems collect data, establish facts and draw valid conclusions.
- Ability to deal fairly and calmly with issues requiring conflict resolution.
- Performs other projects as assigned.

**Supervisory Responsibilities:** This position manages all employees of the HR department and is responsible for the performance management and hiring of the employees within the HR department.

**Competencies:**

To perform the job successfully, an individual should demonstrate the following competencies.

- *Analytical*—the individual synthesizes complex or diverse information.
- *Design* – Generates creative solutions. Demonstrates attention to detail.
- *Project Management* – Develops project plans; Coordinates projects; Communicates changes and progress; Completes projects on time and budget; Manages project team activities.
- *Technical Skills* – Assesses own strengths and weaknesses. Strives to continuously build knowledge and skills.
- *Customer Services* – Manager difficult or emotional customer situations; Responds promptly to customer needs; Responds to requests for services and assistance; Meets commitments.
- *Interpersonal Skills* - Maintains confidentiality at all times; Remains open to others' ideas.
- *Written Communication* - Writes clearly and informatively. Edits work for spelling and grammar varies writing style to meet needs; Present numerical data effectively; Able to read and interpret written information.
- *Teamwork* - Balance team and individual responsibilities, exhibits objectivity and openness to others' views, gives and welcomes feedback, contributes to building a positive team spirit, puts success of team above won interests, supports everyone's efforts to succeed.
- *Management* - Develops workable implementation plans, communicates changes effectively, monitors transition and evaluates results.
- *Problem solving*—the individual identifies and resolves problems in a timely manner and gathers and analyzes information skillfully.
- *Oral Communication*—the individual speaks clearly and persuasively in positive or negative situations, demonstrates group presentation skills and conducts productive meetings.
- *Delegation*—the individual delegates work assignments, gives authority to work independently, sets expectations and monitors delegated activities.
- *Leadership*—the individual inspires and motivates others to perform well and accepts feedback from others.
- *Management Skills*—the individual includes staff in planning, decision-making, facilitating and process improvement; makes self-available to staff; provides regular performance feedback; and develops subordinates' skills and encourages growth.
- *Quality Management*—the individual looks for ways to improve and promote quality and demonstrates accuracy and thoroughness.
- *Judgment*—the individual displays willingness to make decisions, exhibits sound and accurate judgment, and makes timely decisions.
- *Planning/Organizing*—the individual prioritizes and plans work activities, uses time efficiently and develops realistic action plans.

- *Safety and Security*—the individual observes safety and security procedures and uses equipment and materials properly.

**Education and Experience:**

- BA degree and five years of Human Resource experience, or nine (9) years of experience in the Human Resource field.
- Formal Education in the area of Business Administration, Human Services or Human Resources may be substituted for experience.
- Up to five (5) years of progressive work experience in Human Resources or Benefits Administration.
- Up to a minimum of five (5) years customer service experience.
- Professional Human Resources (PHR) Certification or Tribal Human Resources Professional (THRP) preferred.
- Knowledge of Human Resources in Indian Country.

**Other Requirements:**

- Knowledge of principles, practices and trends in recruitment and employment; compensation and benefits; record-keeping systems; and performance development and evaluation systems.
- Skill in analyzing problems, projecting consequences, identifying solutions, and implementing recommendations.
- Skill in operating various word-processing, spreadsheets, and database software programs.
- Skills in interviewing techniques.
- Must be personable and polite with ability to use discretion, initiative and good judgment in dealing with tribal members and general public in the performance of duties.
- Ability to be persuasive and tactful in controversial situations.
- Ability to communicate clearly with a high degree of verbal and writing skills, ability to deal with a high level of interpersonal skills.
- Excellent typing, word processing, communication, grammatical, composition, and public presentation skills.
- Must possess a valid California Driver's License and be insurable under Tribe's insurance.
- Must have the ability to work with people from diverse cultures, ethnic backgrounds, possess a basic knowledge of Native American communities and always maintains cultural sensitivity.
- The individual must comply with the Driving Policy, Drug-Free Workplace, and the Pre-Employment Selection policy.

**Signatures**

This job description has been approved by all levels of management:

*Manager:* \_\_\_\_\_

*HR:* \_\_\_\_\_

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

*Employee:* \_\_\_\_\_ *Date:* \_\_\_\_\_

**Indian Preference:**

Native American Indian preference shall apply pursuant to the Bishop Tribal Employment Rights Ordinance No. 1992-01 (as amended on June 28, 2012) and the Indian Self-Determination and Education Assistance Act (24 U.S.C. 450, et seq.), 25 CFR 271.44 and other relevant laws.